

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
<p>1. Content and Format</p> <ul style="list-style-type: none"> Operations orders should contain special operations requirements, administrative directions, special data collection requirements, trending requirements, and other short-term matters. Orders should be clearly written, dated, and maintained. Operations orders program should not be used to change operating procedures. Information intended to be permanent should be incorporated in administrative procedures. 	<p>1. Content and Format</p> <ul style="list-style-type: none"> Operations orders are normally provided via the "Daily Orders" and "Long-Term Orders" pages on the CAD Web-site. These orders contain special operations requirements, administrative directions, special data collection requirements, trending requirements, and other short-term matters. Orders are clearly written, dated, and maintained by the Head of the MCR. Orders are not used to change operating procedures. Information intended to be permanent is incorporated in permanent procedures. See CAD OPM 1.4.3, "Procedure For Implementing New, Revised or Canceling Permanent Procedures, and TVDG OPM 10057, "Procedure for Generating and Using TVDG Operating Procedures." 	<p>1. Content and Format</p> <ul style="list-style-type: none"> None.
<p>2. Issuing, Segregating and Reviewing Orders</p> <ul style="list-style-type: none"> Orders should be issued by the operations supervisor to operating personnel. Orders should be segregated into long-term and daily orders to facilitate review. Daily orders that are extended should be reviewed daily. Long-term orders should be reviewed periodically. Review of orders should be documented in log books. 	<p>2. Issuing, Segregating and Reviewing Orders</p> <ul style="list-style-type: none"> Orders are issued by the CAD Head of the MCR and TVDG Operations Supervisor to operating personnel. Long Term Orders are generally applicable for an 8 to 20 week period; that is, a typical running period. Daily orders are reviewed and deleted every 30 days. Long Term Orders are reviewed periodically. Review of orders is documented by the Head of Operations. 	<p>2. Issuing, Segregating and Reviewing Orders</p> <ul style="list-style-type: none"> None.
<p>3. Removal of Orders</p> <ul style="list-style-type: none"> Outdated orders should be removed or canceled. Operations supervisors should review orders to assure they are current. 	<p>3. Removal of Orders</p> <ul style="list-style-type: none"> Orders are removed when appropriate by the CAD Head of MCR and TVDG Operations Supervisor. See OPM 1.2, "CAD Documents for Operations." The TVDG Operations Supervisor, CAD Head of MCR and the Head of Operations review orders to ensure they are current. 	<p>3. Removal of Orders</p> <ul style="list-style-type: none"> None.